



Michael R. Pence, Governor  
State of Indiana

***Division of Mental Health and Addiction***  
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March 3, 2016

**TO:** Parties Interested in Becoming Providers of CMHW Services; All Current Providers of 1915(i) Child Mental Health Wraparound (CMHW) Services; and Other Interested Parties

**REGARDING:** New Two-Day Training Format and Scheduled Training Dates

The Division of Mental Health and Addiction (DMHA) is pleased to announce a change to the format of provider orientation and service specific training for its home and community based services (HCBS) programs, including the 1915(i) Child Mental Health Wraparound Services program; the PRTF\* Transition Waiver; and the MFP-PRTF\*\* Services Grant.

Previously, CMHW provider orientation was available on demand, conducted through a recorded webinar. Training specific to each service under the CMHW program was held in day-long training events held periodically throughout the year.

The new format will include two consecutive days of training. Day one will be Provider Orientation. Day two will include three training sessions, sequentially, Habilitation, Training and Support for the Unpaid Caregiver, and Respite. The successful completion of competency measures is required to receive training certificates. Attendees are only required to attend trainings on day two for those services in which the provider intends to enroll. Additional details are provided below.

Wraparound Facilitators will continue to receive orientation training via an on-demand webinar specifically and exclusively for Wraparound Facilitators (WF) and WF Supervisors. This is also the webinar agencies may use for their HSPP, MD, and DO rendering providers.

Webinar Orientation training certificates will continue to be accepted only for applications that include service specific training certificate/s dated prior to 2016. Questions regarding this may be sent to the provider specialist at [Julie.Bandy@fssa.in.gov](mailto:Julie.Bandy@fssa.in.gov).

### **Day One: Provider Orientation**

Orientation will now be presented in a day-long training event. In order to receive a training certificate, participants are required to pass a demonstrated competency measure (test), achieving a score of at least 95% correct responses. Tests will be open note. Prior to the training event,



attendees will receive printable handouts of the presentations and the program manual/s. Attendees are strongly encouraged to print and bring these materials with them for use during training and testing as they will not be provided on the day of training.

**Date:** Tuesday, March 29, 2016

**Location:** Indiana Government Center South  
Conference Center Room C  
402 W. Washington Street  
Indianapolis, IN 46204

### **Day Two: Service Specific Training**

The services of Habilitation, Training and Support for the Unpaid Caregiver and Respite services will take place on day two.

Each service will be presented in a two-three hour session including an open note competency measure for each. To receive a training certificate, participants are required to pass a demonstrated competency measure (test), achieving a score of at least 95% correct responses. Tests will be open note. Prior to the training event, attendees will receive printable handouts of the presentations and the program manual/s. Attendees are strongly encouraged to print and bring these materials with them for use during training and testing as these materials will not be provided on the day of training.

**Dates** Wednesday, March 30, 2016

**Where** Indiana Government Center South  
Conference Center Room C  
402 W. Washington Street  
Indianapolis, IN 46204

**Comments** **Training is by invitation only.** Please see below for experience and résumé submission requirements prior to attending training. **It is important to read and understand the experience and submission requirements.**

Interested individuals are required to submit a résumé with a description of experience prior to registration and attendance. It is strongly recommended that individuals and agencies review the SED experience requirement prior to the submission of the résumé to ensure that the applicant meets the requirement, and that the résumé and experience statement submitted for approval is reflective of that qualification. **Only those meeting the SED requirement will be approved.**

The SED experience requirement for **Habilitation and Respite** services is **three years**, and must meet the criteria described below. The SED experience requirement for **Training and Support**

**for the Unpaid Caregiver** services is **two years**, and must meet the criteria described at the end of this announcement.

Due to the large volume of résumés received, and the time it takes to review them, résumés that do not clearly demonstrate the required experience will be denied. Please review the résumé and experience statement with the following considerations in mind:

- Did the writer include the names, titles, and contact information that may be used to verify the SED experience in the résumé?
- Did the writer specify the experience is with the SED population? “Special needs” is too general a term, and may indicate work with individuals who do not present with SED or who are dually diagnosed. Experience with children who have PPD, Autism, Developmental and/or intellectual disabilities **is not** qualifying experience.
- Did the writer describe the nature of the work and specific activities included in the jobs listed?
- Does the experience presented meet the qualifications required by the program as outlined in the description below?
- Does the résumé have a current email address for contacting the applicant?

### **Instructions for Submitting Résumés**

Please submit a résumé and experience statement to [DMHAYouthServices@fssa.in.gov](mailto:DMHAYouthServices@fssa.in.gov). In the subject line, indicate that it is a resume, and for which training. For example: *Résumé for Habilitation Training*. DMHA will not confirm the receipt of résumés.

The experience requirement is as follows:

*The three years experience requirements of working with SED children is intended to ensure that providers have the knowledge and understanding related to the rewards and challenges of working with this population. Building functional skills with a child facing impairments associated with an SED diagnosis requires creativity, patience, and sound communication. For this reason DMHA requires that providers possess demonstrable and direct experience with this demographic.*

*“Qualifying” direct experience means that the applicant has worked directly with the SED population in a way that builds functional skills, such as group counseling, one-on-one counseling, provision of skills training, and/or provision of therapeutic recreational activities. Also included would be persons providing therapeutic foster care, or persons working in a capacity that may not involve mental health care, but where the work is targeted at a defined SED population. Experience in case management, therapy, and/or skills training in conjunction with a mental health center may also be considered as qualifying experience.*

*The most recent qualifying experience with the SED population should be no more than 3 years prior to the date of application. Experience more than 8 years in the past will not be considered as qualifying.*

*The SED experience requirement excludes “incidental experience” with an SED child or population. This means that if the work of the provider may have been with a child with SED, but the defined work role was not intended to address this directly, the experience does not qualify towards the requirement. Examples of “incidental experience” would include:*

- 1) Owner of a day care for children who throughout his/her years of experience have had children classified as severely emotionally disturbed.*
- 2) A bus driver with children on his/her route who have been classified as severely emotionally disturbed.*
- 3) The facilitator of a youth group or bible school class with some children in the group having been classified as severely emotionally disturbed.*
- 4) A family therapist with some of the children/youth having been classified as severely emotionally disturbed.*
- 5) A classroom teacher with some children in the class having been classified as having a severe emotional disturbance.*
- 6) Staff whose work with children has been with the developmentally disabled population only.*
- 7) An individual whose work has been with children from ages 0-5.*

*DMHA reserves the right to make the final determination of whether or not an applicant’s SED experience meets CMHW services qualification criteria.*

Questions may be direct to [DMHAYouthServices@fssa.in.gov](mailto:DMHAYouthServices@fssa.in.gov).

\*PRTF: Psychiatric Residential Treatment Facility

\*\*MFP-PRTF: Money Follows the Person Psychiatric Residential Treatment Facility